

VACANCY NOTICE
SPACE AND FACILITIES COORDINATOR

CLERK'S OFFICE
United States District Court for the
District of Columbia
Washington, D.C. 20001

March 4, 1998

ANNOUNCEMENT #98-07
OPEN UNTIL FILLED

The Clerk's Office is now accepting applications for the position of Space and Facilities Coordinator. Current employees of the office should express their interest by submitting the Clerk's Office Application for In-House Positions to the Personnel Office in room 1820 by noon, March 11, 1998. This position is located in the Clerk's Office of the United States District Court for the District of Columbia. The Space and Facilities Coordinator reports to the Clerk of the Court and works with other offices located in the courthouse. The United States District Court will be expanding into newly constructed annex space in the year 2001. Along with the responsibility of day-to-day space and facilities management, the Space and Facilities Coordinator will assist in the planning and management of the relocation for this new expansion space. The incumbent will provide services to all of the judges and staff of the U.S. District Court as well as other federal agencies associated with the judiciary in the planning, design, construction and occupation of the Annex and the renovation to the current Courthouse.

QUALIFICATIONS: Applicants must have a bachelor's degree from an accredited institution. Familiarity with the work of many disciplines, such as architecture, engineering, interior design, and telecommunications. At least three years' experience in space planning and/or facilities management, preferably with prior experience working on federal projects (i.e. courthouses). In addition to the minimum qualifications, candidates must be computer literate and have: superior analytical skills, well developed organizational and time management skills; excellent written, verbal and interpersonal skills; the ability to interpret architectural drawings; the ability to coordinate space planning and interior design; and the ability to develop furniture acquisition plans. References are required.

CLASSIFICATION/SALARY: CL-29 - (\$44,770 - \$72,768 per annum) depending on qualifications. The salary and classification are equivalent to the GS-13 level. This is a five year temporary position and includes benefits. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

HOW TO APPLY:

Submit a letter of application, resume, and salary history to:

Clerk's Office
Attn: Human Resources Department (1820)
United States District Court for the District of Columbia
E. Barrett Prettyman Courthouse
333 Constitution Avenue, NW
Washington, D.C. 20001

**THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA IS
AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**